



VENDOR REGISTRATION APPLICATION

We appreciate your interest in doing business with Gila County and have created the Vendor Registration Application to make it easy for your firm to be placed on our Vendor List.

Announcements of the County's solicitations (Invitations for Bids (IFB's), Requests for Proposals (RFP's), and Requests for Qualifications (RFQ's) are currently available on the Gila County web site at www.gilacountyaz.gov under the Purchasing Department as well as the Public Works Division.

The following constitutes a request by the applicant to be placed on a list of suppliers who may be tendered solicitations to furnish indicated materials and/or services to Gila County, Arizona. Being on list does not guarantee a notification of a bid. It is recommended that the vendor check the county web site for all available bids. Return this application to the address above or send via email to ybejarano@co.gila.az.us. Vendors will remain on the list for one year from the time application is submitted. If the vendor has not been utilized in that year they will be removed from the file. It is the sole responsibility of the vendor to ensure registration information is current, active, and if necessary resubmitted after one year of non-use.

BUSINESS INFORMATION

Taxpayer Identification Number (TIN): _____
Full, Legal Business Name: _____
Trade Name (DBA), if any: _____

ADDRESS TO WHICH SOLICITATIONS WILL BE MAILED

Street Address: _____ P.O. Box: _____
City: _____ State: _____ Zip Code: _____
Firm Web Site Address: _____

PRINCIPAL OFFICE ADDRESS (If Different From Above)

Street Address: _____ P.O. Box: _____
City: _____ State: _____ Zip Code: _____

CONTACT INFORMATION

Contact Name: _____
Contact Title: _____
Phone: _____ Ext.: _____ Toll Free: _____ Ext.: _____

BUSINESS DESCRIPTION

How long has firm been in current business: _____

If less than two (2) years, attach additional information to this application to further establish the qualification of the company. This information must include affiliations with other companies and/or identify personnel that possess experience and knowledge of your respective business field.

If company has changed its name and/or address within the last five (5) years, list all former names and addresses:

Previous Name of Business: _____

Street Address: _____ P.O. Box: _____

City: _____ State: _____ Zip Code: _____

LEGAL STRUCTURE OF BUSINESS (check one)

- | | | |
|---|--|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Limited Partnership |
| <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> General Partnership | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Governmental Entity (City, County State, or USA) | <input type="checkbox"/> Other: _____ | |

State of Organization: _____ Date of Organization: _____

LIST ALL OFFICERS, DIRECTORS, OWNERS, AND/OR PARTNERS INFORMATION

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Have any owners, officers, partners or affiliated companies declared bankruptcy in the past seven (7) years?

☐ Yes (If yes, attach letter of explanation.) ☐ No

Has any state agency or the state of Arizona filed a complaint against you or your merchandise or service?

☐ Yes (If yes, when? _____) ☐ No

Please specify types of solicitations you would like to be notified about:

Please provide a brief description and/or any comments:

APPLICANT CERTIFICATION

The undersigned, being duly authorized to submit and certify the information contained herein on behalf of the Applicant, hereby certifies that:

1. To the best of my knowledge, the information provided herein is true and accurate to the date of this application;
2. The Applicant desires to be included on the Qualified Vendor List maintained by the Gila County Procurement Department, so the Applicant may be notified of solicitations;
3. Neither the Applicant, nor any individual associated with the Applicant, nor any affiliate of the Applicant is or has been implicated in any criminal activity that might subject the Applicant to possible rejection pursuant to the Gila County Procurement Code and administrative rules;
4. If Arizona laws require the applicant to be licensed by an Arizona state agency in order to provide products or services to the State of Arizona, a copy of such license or governmental authorization shall be provided before proceeding with work on a contract;
5. If the Applicant is a business entity organized in the laws of a jurisdiction other than Arizona, which include corporations, limited partnerships, limited liability companies and limited liability partnerships, proof of registration with the Arizona Secretary of State shall be provided to the Gila County Procurement Department prior to transacting business in Arizona; and,
6. The Applicant identified herein shall comply with all state and federal laws prohibiting discrimination because of race, color, sex, religion, age, national origin, or disability, in all of its facilities or work places under its control; and,
7. The Applicant identified herein shall comply with all Terms and Conditions of solicitation and contractual documents, regulations and laws of the State of Arizona.

Signature

Print Name

Title

Date